

VACANCY ANNOUNCEMENT

NUMBER: 13/2011

OPEN TO: All Interested Candidates

POSITION: ELECTRICIAN, FSN-6; FP-08

OPENING DATE: March 14, 2011

CLOSING DATE: March 25, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident (NOR): US\$35,753 p.a. (Starting salary)
(Position Grade: FP-08 to be confirmed by Washington)

*Ordinarily Resident (OR): Euro 14,824 p.a. (Starting salary)
(Position Grade: FSN-6)

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Malta is seeking an individual for the position of Electrician.

BASIC FUNCTION OF POSITION

Employed as an electrician technician with journeyman level experience that accomplishes electrical installations, maintenance and repair work throughout all buildings and grounds at the New Embassy Compound, other Government Owned and Long/Short Term Lease residential properties. Responds to scheduled, unscheduled and preventive maintenance work orders generated by the Work Order for Windows (WOW) module.

1. Responds to unscheduled and scheduled preventative maintenance work orders generated by the maintenance work order module for the Embassy buildings and residential properties. Carries out skilled electrical maintenance and installation work in accordance with all electrical schedules together with relevant repairs and installations arising from the following:
 - a. Installation and repair of complete electrical power and lighting systems, with associated panel boards and controls.
 - b. Maintenance and servicing of high voltage switch gear within the Embassy compound.
 - c. Planned maintenance of electrically driven motors, fan coil units, panel boards, switchgear and electrical substations throughout the Embassy.
 - d. Maintenance of electronic equipment, instrumentation, storage batteries, fire alarm systems and UPS systems.
 - e. Installation and repairs to all types of domestic appliances throughout the Chancery and residential properties, washers and driers, etc
 - f. Drives to Government properties, as and when required, to carry out work on electrical installations.
 - g. Interfaces directly with occupants on access to properties and addresses occupant's questions and concerns.
 - h. Accomplishes pre-occupancy and make ready services to all residential properties as required.
 - i. Takes initiative to correct electrical faults when found and provides solutions to electrical problems on the spot.
2. Performs additional maintenance/labor tasks as and when required by the Facility Manager for such issues as VIP visits, office moves, general assistance to other trade, etc. At the end of each working day completes and hands into the maintenance office time sheets and work order details for entry onto the computer based WOW work order module.
3. Position requires 24/7 response to emergency electrical situations as required.

0 QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Must have completed secondary school. The Incumbent will have completed a course of study covering the principles of AC and DC electricity power and the application.
2. Two years past qualification work experience as an electrician.

3. Language Requirement: Good working knowledge of English language both written and spoken
5. Experience of working with single and three phase circuits and equipment is required. Have ability to communicate in a timely way all aspects of the job with regard to queries that the management customer base may have. Ability to work as part of a team. Good interpersonal skills. Ability to work under pressure within tight deadlines. Holder of a current driving license.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. **Application for US Federal Employment (SF-171 or OF-612); or**
a current resume or curriculum vitae that provides the same information as an OF-612; plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Attention: Laura Danylin
American Embassy,
PO Box 535,
Valletta

1 POINT OF CONTACT

Name Joseph Gatt
Telephone: 2561 4112

DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - US Citizen; and,
 - EFM (see above) at least 18 years old; and,

- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: March 25, 2011

The US Mission in Valletta provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of

State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.